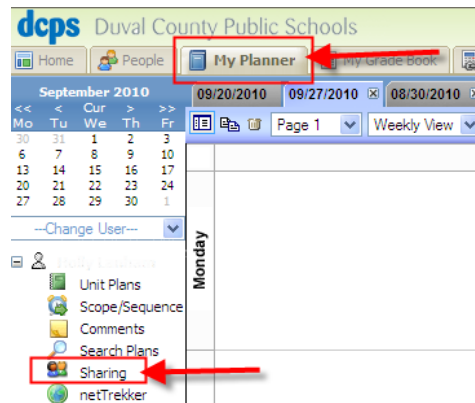


Sharing Lesson Plans

*If you want to see someone else's plans, they need to put your number in the Sharing ID# box. If you simply type their number in you are only giving them access to see your plans!

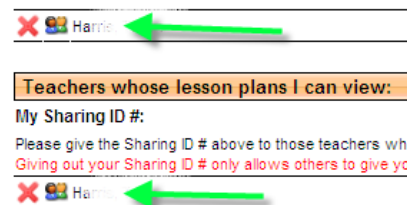
1. Click on My Planner
2. Click on Sharing



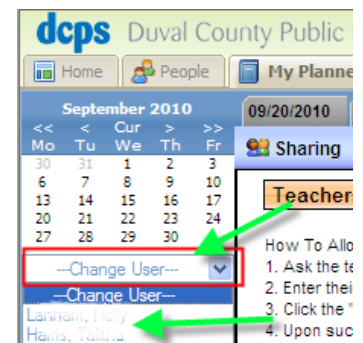
3. Both persons should type in the other teacher's ID# and click Add Teacher

Sharing ID #:

4. You will then see their names listed.



5. Once you refresh your page, you will then click on Change user underneath the calendar and select their name.



6. Click on the calendar date you wish to see plans for and a new tab will open with their plans. You will know it is their plans because it will have their name on the tab.

